

CHECKLIST TO USE FOR CLOSURES¹

Things to distribute:

- _____ Sheet with information contact (LTCOP, CMS, Consumer Advocacy Groups, etc.)
- _____ Residents' Rights Fact Sheet / Brochure
- _____ Know Your Rights During a Nursing Home Closure Brochure
- _____ Nursing home Place Options (Provide residents, family members and/or guardians with information about facilities and who to contact regarding other nursing homes in the area, recent survey information, etc.)
- _____ Placement Alternatives to Nursing Homes (Provide residents and family members with information and whom to contact regarding other types of placement such as board and care, personal care facilities, home health, etc.)
- _____ Letter informing each party (resident/family member/guardian/physician/legal representative/responsible party) of what is happening, if possible.

Actions to take:

- _____ Hold meeting(s) with residents/family members/legal representatives to inform of what is happening DATE(S):
- _____ Explain to each resident the reason for the relocation and the steps involved in the process

Need from nursing home on arrival:

- _____ List of all residents, family members, and legal representatives with telephone numbers
- _____ Date(s) of resident/family meetings
- _____ Date notification of closure sent to residents and family members
- _____ Copy of facility grievance procedure

¹ Adapted from LOCAL LONG-TERM CARE OMBUDSMAN "KIT" from, Murtiashaw, Sherer, The Role of Long-Term Care Ombudsmen In Nursing Home Closures And Natural Disasters: National Long Term Care Ombudsman Resource Center, January 2000.

Follow up needs:

- _____ Daily/weekly updates from facility
- _____ Roster of new homes where residents are transferred
- _____ Hold on-going meeting with residents and families to explain what is happening
- _____ Maintain on-going presence in the facility
- _____ Visit residents in new home or make arrangements for follow-up visits

Other:

- _____ Contact numbers of Lead Agency & others included in closure plan (cell phone numbers, e-mail addresses, night numbers will help in an emergency)
- _____ Contact numbers of State Ombudsman
- _____ Cash for meals and incidentals (closure may involve long hours in the facility)
- _____ Cell phone (facility phones are often tied up during these crisis situations)